

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### CONSULTANT IN TEACHER PREPARATION (Program Evaluation & Research)

<b>Salary:</b>	\$5,724.00 - \$7,163.00	<b>Work Hours:</b>	8:00 a.m. – 5:00 p.m.
<b>Tenure/Timebase:</b>	Permanent/Fulltime	<b>Final Filing Date:</b>	Until Filled
<b>Contact:</b>	Ashim Gardner (916) 324-3937 agardner@ctc.ca.gov	<b>Office/Location:</b>	Commission on Teacher Credentialing Professional Services Division 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (Commission) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the Commission is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

#### DUTIES:

Under the direction of the Director, Professional Services Division, the Consultant in Teacher Preparation (Program Evaluation and Research) is responsible for Program Standards Development, Policy Research and Agenda Coordination. Specific responsibilities include, but not limited to, the following:

- Research Design, Research Studies and Data Analysis to Support Commission Policy Development- Provide advice to the Division Director and Division Administrators and leadership for Division Consultants in the design and development of policy research that meets professional standards in the industry. Provide valid data for Commission and public use relating to understanding outcomes of educator preparation, preparation program quality, and related studies. Includes preparation and presentation of agenda items to the Commission, and may include representing the agency at policy-related meetings with stakeholders.
- Implementation of the Accreditation System - Provide support to the Commission and the Committee on Accreditation (COA) to implement the revised accreditation system as adopted by the Commission. Provide consultant services in activities related to biennial reporting. Oversee and monitor the biennial report process, read and review biennial reports and develop feedback correspondence to Institutions of Higher Education (IHEs). May include some travel.
- Program Standards Development – Provide support to the Commission when necessary to develop or revise standards related to educator preparation. Assist to coordinate and work with a panel of experts to carry out the necessary and appropriate standards work as it relates to credentialing for submission to the Commission for consideration and action.
- Attend any weekly PSD division meetings, monthly PSD staff meetings and monthly policy discussions.
- Other related duties as assigned.

#### DESIRABLE QUALIFICATIONS:

- Experience in the design, development, implementation and data analysis for educational research studies

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

- Experience in policy research related to educator development
- Understanding of the accreditation system as adopted by the Commission
- Experience with the Biennial Report process
- Experience coordinating and preparing agenda items for presentation before boards or commissions
- Experience working with and developing program standards

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**CONDITIONS OF EMPLOYMENT:** *Fingerprint Clearance is Required.*

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**WHO MAY APPLY:**

Individuals who possess the desirable qualifications listed above, and who have list, transfer or reinstatement eligibility to the above class may apply. If you are not a current or former state employee with transfer or reinstatement eligibility you must take the Consultant in Teacher Preparation (Program Evaluation and Research) examination. The exam bulletin can be found at <http://www.ctc.ca.gov/commission/emp-pdf/2LT05.pdf> . Appointment is subject to the State Restriction of Appointment (SROA).

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**FILING INSTRUCTIONS:**

Interested applicants must submit the following:

- A complete Standard State Application (Form 678) <https://jobs.ca.gov/Profile/StateApplication>.
- All applicants must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and write "RPA No. 14-039" on their application.
- Emailed or faxed applications will not be accepted.

**SUBMIT APPLICATIONS TO:**

Commission on Teacher Credentialing  
Attn: Ashim Gardner, OHR  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Applicants may be required to supply verification of minimum qualifications (*i.e.* transcripts) upon request. The applications will be screened and only the most qualified applicants will be invited for an interview.